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Transaction

Reporting and

Accounting

Procedures

DEPARTMENT OF DEFENSE

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

(Production and logistics)



DEFENSE LOGISTICS AGENCY

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FOR EWORD

This publication constitutes a complete **revision** of the Department of Defense Military Standard Transaction Reporting and Accounting Procedures (**MILSTRAP**) Manual (DoD 4140.22-M), 3 January 1977. The purpose of this revision is to **consolidate** numerous changes issued since March 1977.

This publication is **applicable** to the Office of the Secretary of Defense, Military Departments, Defense Agencies, and by agreement to other organizations participating in the Defense Logistics Standard Systems (DLSS). The MILSTRAP manual is **published** by the direction of the Assistant Secretary of Defense (Production & Logistics) under the authority of DoD Directive 4000.25, **Administration of Defense Logistics Standard Systems** and is reissued to reflect the publication number of its authorizing DoD Directive.


References to the Services in this manual include the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard. References to Agencies include the Defense Nuclear Agency, the Defense Logistics Agency, and the General Services Administration (chapter 11 only).

It is intended that this manual be maintained and implemented at the Service/Agency headquarters level. Department of Defense activities requiring additional copies of this manual should submit requests through their Service or Agency office responsible for issuing publications. Activities outside the Department of Defense may obtain copies of this manual from the Defense Logistics Agency, ATTN: **DLA-XPD**, Cameron Station, Alexandria, VA 22304-6100.

Recommendations for revisions to this manual are encouraged. All proposed revisions or corrections should be sent to the designated focal point reflected in chapter 1, section J.

This manual is effective 1 May 1987.

BY ORDER OF THE DIRECTOR


JAMES J. SINGSANK
Colonel, USA

Staff Director, Administration

DISTRIBUTION

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This DoD publication supersedes the basic DoD 4140.22-M, MILSTRAP, 3 Jan 77, and formal Changes 1 through 15.

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ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
AAC	Acquisition Advice Code
ADP	Automated Data Processing
AMCL	Approved MILSTRAP Change Letter
APO	Accountable Property Officer
ASD(P&L)	Assistant Secretary of Defense (Production and Logistics)
AUTODIN	Automatic Digital Network
CAO	Contract Administration Office
CIC	Content Indicator Code
CLIN	Contract Line Item Number
COMSEC	Communications Security
CONUS	Continental United States
CMD	Cataloging Management Data
CPP	Central Processing Points
DAAS	Defense Automatic Addressing System
DCAS	Defense Contract Administration Services
DCS	Defense Communications System
DA FORM 3020R	Magazine Data Card
DD FORM 1149	Requisition and Invoice/Shipping Document
DD FORM 1348	DoD Single Line Item Requisition System Document (Manual)
DD FORM 1348-1	DoD Single Line Item Release/Receipt Document
DD FORM 1348M	DoD Single Line Item Requisition System Document (Mechanical)
DD FORM 1486	DoD Materiel Receipt Document
DD FORM 1487	DoD Materiel Adjustment Document
DD FORM 1574	Serviceable Tag - Materiel
DI	Document Identifier
DIDS	Defense Integrated Data System
DIPEC	Defense Industrial Plant Equipment Center
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLSC	Defense Logistics Supply Center
DLSS	Defense Logistics Standard System(s)
DLSSO	Defense Logistics Standard Systems Office
DMI L	Demilitarization
DNA	Defense Nuclear Agency
Do D	Department of Defense
DODD	Department of Defense Directive
DODAAC	Department of Defense Activity Address Code
DPDO	Defense Property Disposal Office
DRMO	Defense Reutilization and Marking Office

<u>Acronym or Abbreviation</u>	<u>Definition</u>
DSC	Defense Supply Center
ETD	Effective Transfer Date
FAR	Federal Acquisition Regulation
FMS	Foreign Military Sales
FSC	Federal Supply Class
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
ICE	Report of Inventory Control Effectiveness
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IMM	Integrated Materiel Manager
IPE	Industrial Plant Equipment
JANAP	Joint Army, Navy, and Air Force Procedure
JSACG	Joint Small Arms Coordination Group
LASE	Logistics Asset Support Estimate
LCN	Local Control Number
LIM	Losing Inventory Manager
LR	Logistics Reassignments
M&S	Media and Status
MAP	Military Assistance Program
MCA	Management Control Activity
MCN	Management Control Number
MI LSBILLS	Military Standard Billing System
MI LSTEP	Military Supply and Transportation Evaluation Procedures
MI LSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MI LSTRIP	Military Standard Requisitioning and Issue Procedures
MRAD	Materiel Receipt Acknowledgment Document
MRO	Materiel Release Order
NO.	Number
NIIN	National Item Identification Number
NSN	National Stock Number
OWMR	Other War Materiel Requirement
OWMRP	Other War Reserve Materiel Requirement, Protectable

<u>Acronym or Abbreviation</u>	<u>Definition</u>
OW RMR	Other War Reserve Materiel Requirement
P/N	Part Number
PD	Priority Designator
PICD	Physical Inventory Cutoff Dates
PIICD	Physical Inventory Infl oat Control Dates
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSTRAP Change Letter
Po	Purchasing Office
PMR	Prepositioned Materiel Receipt
PW RMR	Prepositioned War Reserve Materiel Requirement
PW RMRP	Prepositioned War Reserve Materiel, Protectable
RCS	Report Control Symbol
RDD	Required Delivery Date
RDO	Redistribution Order
RFID	Request for Implementation Date
RI	Routing Identifier
SA	Storage Activity
SCA	Stock Control Activity
SDD	Standard Delivery Date
SF 364	Standard Form, Report of Discrepancy (ROD)
SIGINT	Signal Intelligence
SM	Signal Manager
SMCA	Single Manager for Conventional Ammunition
SN	Serial Number
SOS	Source of Supply
SPR	Special Program Requirement
SUPADD	Supplementary Address
SX	Suffix
UI	Unit of <i>Issue</i>
UIC	Unit Identification Code
U*S.	United States
WMR	War Materiel Requirement
WSN	Weapon Serial Number

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DEFINITIONS AND TERMS

The following definitions apply for the purpose of the procedures provided herein. Other terms and definitions may be found in JCS Pub. 1 (reference (b)).

ACTIVE FILE (Small Arms Registry). A list of weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.

ADJUSTMENTS, PHYSICAL INVENTORY. The accounting transaction which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from "(1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/**decapitalization** actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and the rate of occurrence will be monitored by supply system managers.

AUTOMATIC DIGITAL NETWORK. AUTO DIN will be interpreted to include all electronic **transmissions**, including teletypewriters, since these circuits are connected to the AUTO DIN system.

CLASSIFIED ITEMS. (See Controlled Inventory Items)

COMPONENT REGISTRY. Military Department or Agency which maintains **visibility** of all small arms serial numbers within that Component and provides the DoD Registry with small arms status.

CONTRACT ADMINISTRATION OFFICE. The office which performs assigned functions related to the administration of contracts and assigns preaward functions.

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which **require** that **they** be identified, accounted for, secured, segregated; or handled **in** a special manner to ensure their safeguard or integrity. Controlled inventory items in descending order of degree of control normally exercised are:

- a. Classified Items. Materiel which requires protection in the interest of national security.

b. Sensitive Items. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, ammunition, explosives, and demolition materiel (see chapter 7, figure 7-2).

c. Pilferable Items. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

CUSTODIAL ACCOUNTABILITY. The responsibility of the **SMCA** to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. Custodial accountability includes the responsibility to initiate and approve adjustment actions and reports of survey.

CUSTODIAL RECORD. A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or onhand quantity by supply condition code; for controlling assets in storage and aiding in inventory.

CUSTODIAL RESPONSIBILITY. The responsibility of a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping, receipt, issue, and balance data for stored DoD wholesale materiel.

DATA PATTERN MESSAGE. A machine readable document/transaction in a fixed length, 80 character **card image/** format suitable for mechanical processing upon receipt. Examples (forms) are displayed in the A appendices of this manual.

DISCREPANCY WITH MANDATORY RESEARCH REQUIREMENT. Potential or actual physical **inventory** adjustment which exceeds established dollar value limits or which is applicable to a controlled inventory item (see chapter 7, figure 7-1).

DISTRIBUTION SYSTEM. That complex of facilities, installations, methods, patterns, and procedures designed to receive, store, maintain, distribute, and control the **flow** of materiel between the point of receipt into a military supply system and the point **of** issue to a post, camp, station, base (or equivalent).

DoD REGISTRY. DoD designated activity which serves as repository for small arms serial numbers provided by the Component Registries.

FULL PIPELINE. A sufficient quantity of assets, onhand and/or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and, when applicable, **OWMRP** of the **LIM**.

GAINING INVENTORY MANAGER. The Inventory Manager responsible for assuming wholesale materiel management functions.

HISTORY FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's **Military** Department or Agency has reported as shipped to another activity, either **intra-Service** or inter-Service.

INACTIVE FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's **Military** Department or Agency has reported as demilitarized, lost or stolen, or transferred outside the control of DoD.

INITIAL REGISTRATION. The initial loading of a small arm serial number data into the Component Registry.

INTER-SERVICE SUPPLY. Exchange of materiel, inventory control **documentation**, and other management data between a distribution system of one Service or Agency and a distribution system of another.

INTRA-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data within or between the distribution systems of a single Service or Agency.

INVENTORY CONTROL RECORD. The composite of data entries showing by item the ownership/purpose; condition; location; balances on hand, due-in, or on backorder; and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution, and financial management decisions and actions.

INVENTORY LOT/SEGMENT. A subgrouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot/segment is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory which is to be conducted on a group of items within a specified period of time according to an established plan. There are two types of scheduled inventories; complete and sample.

a. Inventory, Complete. An inventory of all conditions of all stock numbers **within** specified categories.

b. Inventory, Sample. A sample of items selected from an inventory lot **in** such a manner that each item in the lot has an **equal** opportunity of being included in the sample.

INVENTORY, UNSCHEDULED. A physical inventory which is to be conducted on a specific item as a result of some unscheduled inventory requirement such as an inventory manager or locally initiated request, material release denial, location survey or location reconcile on request, etc. There are two types of unscheduled inventories; special and spot.

a. Inventory, Special. A physical inventory of a specific item(s) as a **result** of a special requirement generated by the location audit program, preprocurement, or any other reason deemed appropriate by the item manager, APO or the APO designated representative, or the storage activity.

b. Inventory, Spot. A physical inventory required to be **accomplished** as a result of a total or partial materiel denial.

LOCATION AUDIT PROGRAM. The location audit program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the accountable records. **Location** audit programs may include quantity. This program is accomplished in two phases:

a. Location Reconciliation. A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data (may include quantity) do not match. Research of mismatches, including special inventories when required, results in corrective action.

b. Location Survey. A physical verification, other than actual count, between actual assets and recorded location data to ensure that **all** assets are properly recorded as to location, identity, condition, and unit of issue.

LOGISTICS REASSIGNMENT. The transfer of management responsibilities from one materiel manager to another materiel manager.

LOSING INVENTORY MANAGER. The Inventory Manager responsible for **relinquishing** wholesale materiel management functions.

MANAGEMENT CONTROL ACTIVITY. DoD Component-designated activities that **initially** receive and effect control over contractor-initiated requisitions for GFM to support commercially performed maintenance contracts or requirements which **would** be supplied from the wholesale DoD supply system.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds \$800.

MATERIEL DENIAL. A notification from a distribution activity **advising** the originator of an A5 MRO, or of an A4 referral order, of failure to ship all or part **of** the quantity **originally** directed for shipment.

NARRATIVE MESSAGE. Any message that is not a machine readable transaction/document, but contains variable length, in-the-clear language not suitable for mechanical processing upon receipt. Narrative message is a generic term to include teletype, dispatch, or TWX.

PAYBACK. When the **SMCA** issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a **like** item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the accountable record balance. This date **serves** as the reference point for considering the relationship between preinventory/postinventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY IN FLOAT CONTROL DATE. A date established for initiating controls on all inprocess transactions and materials which could affect the outcome of the inventory.

PILFERABLE ITEMS. (See Controlled Inventory Items)

POSTCOUNT VALIDATION. (See Reconciliation, Physical Inventory)

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

POST INVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the accountable stock record balance, dated after the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to accountable stock records, dated prior to the established physical inventory cutoff date.

PREINVENTORY PLANNING. Preinventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through:

a. Actions **to ensure location** integrity by **resolving** such situations as **unbinned/loose** materiel; questionable identity of materiel in location; and **multiple** conditions, shelf-life (including date of **pack/ date** of expiration), and/or materiel lots stored **in a single location**.

b. Document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, **inprocess** receipts **are** stored *in location*, and related transactions **are** transmitted to the **ICP prior** to the established physical inventory cutoff date.

PREPOST TRANSACTION. The posting of a transaction **to** add to or subtract from the accountable stock **record** prior to physical issue or storage of a stocked item.

PURCHASING OFFICE. The office which awards or executes a contract for **supplies or services** and performs **postaward** functions not assigned to a contract administration office.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing in float documents.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or **actual** discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

a. **Postcount Validation.** A comparison of physical count with potential recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of **post-count** validation is to determine the validity of the count. **Post-count** validation research ends when the accuracy of the count has **been** verified or when any necessary recounts have been **taken** or the discrepancy is \$800 or less.

b. **Preadjustment Research.** An investigation of potential discrepancies which involves the consideration of recent transaction areas, and verification of catalog data. The purpose of preadjustment research is **to determine** the correct *balance*. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

c. **Causative Research.** An **investigation** of discrepancies (**i.e.**, gains and losses) consisting of (as a minimum) a complete review of **all** transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted **or**

rejected documentation occurring **since** the last completed inventory, the last location reconciliation which included quantity, or back one year, whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim **of** eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

SENSITIVE ITEMS. (See Controlled Inventory Items)

SHELF LIFE. The total period of time beginning with the date of **manufactur**e/cur e/ass embly or inspection/t **est/restorati**ve action that an item may remain in the combined wholesale" (including manufac-turer) and retail storage system and still remain suitable for issue/use by the end user. Shelf-life is not to be confused with service life, which is a measurement of anticipated total in-use time. (DoD 4140.27-M (reference (c)).) Supply condition codes applicable to shelf-life items are described in appendix B6.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service (DoD 4140.27-M (reference (c)).) (See Type I **Shel**f-Life Item and Type 11 Shelf-Life Item.)

TYPE I SHELF-LIFE ITEM. An item of supply which is determined through an evaluation of technical test data and/or **actual** experience to be an item with a definite nonexpendable period of shelf life.

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned **shelf-life** time period that may be extended after completion of inspection/test/restorative action.

SHELF-LIFE EXPIRATION DATE. The date beyond which nonexpendable shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (DoD 4140.27-M (reference (c)).)

SHELF-LIFE INSPECTION/TEST DATES. The date by which extendable **shelf-life items (Type II) should** be subjected to inspection, test, or restoration. (Do D 4140.27-M (reference (c)).)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the DoD. Specific responsi-bilities, functions, authority, and relationships are set forth in DoD Directive 5160.65 (reference (d)).

SMALL ARMS. For the purpose of small arms reporting (chapter 12), small arms are defined as" handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoil less rifles up to and including **106mm**; mortars up to and including **81mm**; rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without **special** mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active File, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm.

SMALL ARMS TRANSACTION REPORTING. Reporting of individual **trans-**actions affecting the small arms serial numbers' status **within** any Component Registry.

STOCK CONTROL ACTIVITY. The organizational element of a distribution system which **is assigned** responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel which is due-in, onhand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel .

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check in and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage), and its selection and shipment (**issue**).

TECHNICAL DATA. Recorded information used to define a design and to produce, support, maintain, or operate items of materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; **in machine** forms such as punched cards, magnetic tape, computer memory printouts; or may be retained in computer memory. Examples of recorded information include engineering drawings and associated lists specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD **activity** whose mission is not classified, whereas a classified account-contains information **of** a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e. g., **small** arms belonging to intelligence gathering activities).